
NCMail: Microsoft Outlook Express 6 Removing Saved Password Guide



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This document covers the procedure for removing a saved password in Microsoft Outlook Express 6. It is against state security policy and basic best practices to save your password in any application. Once you have removed your saved password, Outlook Express 6 will prompt you for your password each time you open the program (once per session).

The syntax used in this document is as follows:

Boldface = Names of input fields such as text and check box names.

Boldface and Italics = Input expected from user.

If you have any questions please direct them to your local Customer Service Center, Helpdesk or Local NCMail administrator

If your questions cannot be answered by your local contact, your local contact can open a ticket with the ITS Customer Service Center by telephone at 919.754.6000 or 1-800-722-3946 or email at ITS.incidents@ncmail.net.

Our staff will be happy to answer any of your questions.

Removing Saved Password

The first step in removing a saved password in Outlook Express 6 is opening the program. To accomplish this you will need to navigate to the Outlook Express 6 icon on your computer and click the icon/menu as shown in Figure 1.

Open Outlook Express 6

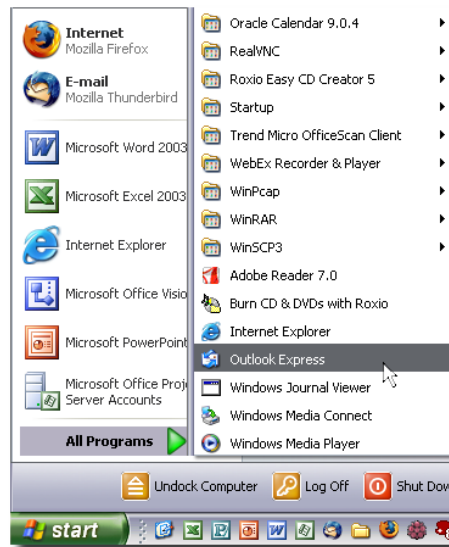


Figure 1

Once you are in Outlook Express 6 click on **Tools, Accounts** as shown in Figure 2.

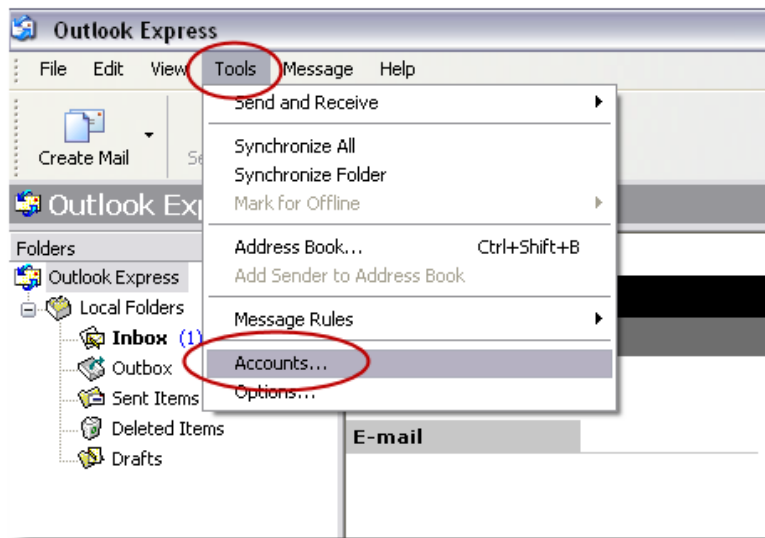


Figure 2

The **Internet Accounts** window should appear. Click on the **Mail** tab, click your email account name then click the **Properties** button as shown in Figure 3.

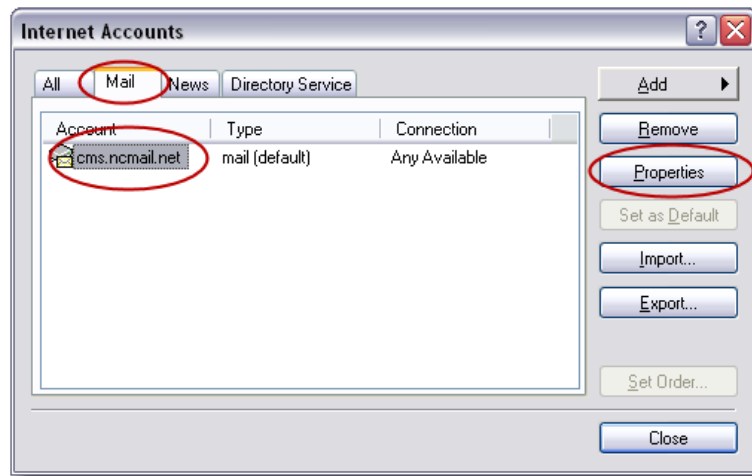


Figure 3

Click on the **Servers** tab then remove the checkmark beside the **Remember Password** checkbox as shown in Figure 4. Click on **OK**.

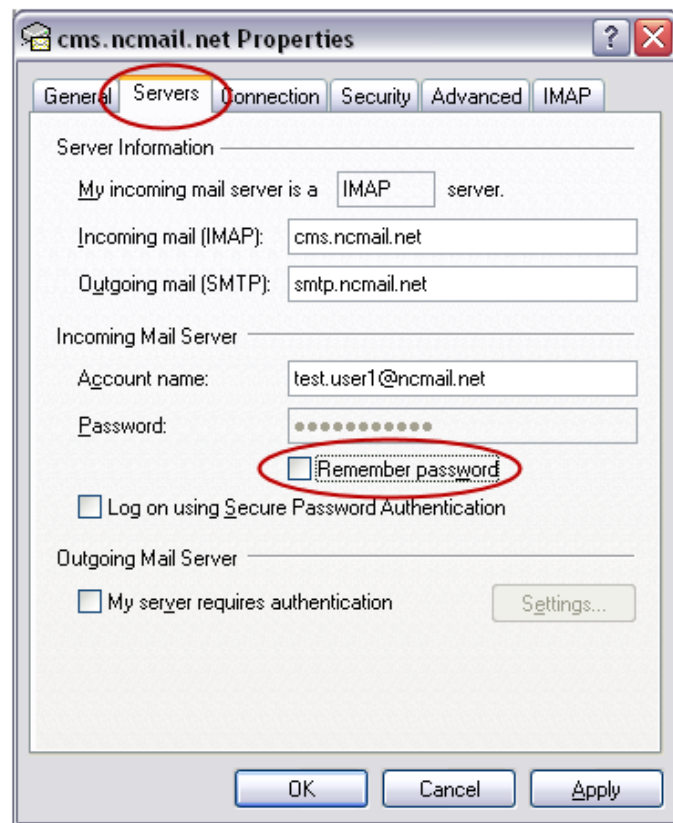


Figure 4

This will return you to the **Internet Accounts** screen as shown in Figure 3. Click the **Close** button. You will now be prompted for your password each time you start Outlook Express 6.